



CONSTITUTION & BY-LAWS

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SECTION

A.

THE ASSOCIATION

1. **NAME**

The name of the association is the Sunshine Coast District Mens Bowls Association Inc. hereinafter referred to as "the Association".

2. **OBJECTS OF THE ASSOCIATION**

The objects of the Association are:

- a.** The promotion and development of the Game of Bowls within the powers of the Association and the encouragement of good fellowship:
- b.** The promotion, management, and control of games, competitions and such other matches as may be decided from time to time: and
- c.** The provision, development and promotion of such other activities which from time to time are deemed to benefit the Game of Bowls, the affiliated Clubs, and members of the Association.

3. **ASSOCIATION INCORPORATED**

The Association is incorporated under the provisions of the Associations Incorporation Act (1981 as amended) (hereinafter referred to as "the Act") and will comply with the provisions of the Act and its Regulations.

4. **QUALIFICATIONS FOR MEMBERSHIP OF THE BOWLS QUEENSLAND LIMITED**

The Association is a member of the Bowls Queensland Limited (hereinafter referred to as "the B.Q.") and will abide by the Articles and By-laws of the B.Q. and of Bowls Australia (hereinafter referred to as "B.A.") in regard to the playing of bowls.

The Association shall comprise not less than eight (8) Clubs in a defined area subject to Article 27

The Association shall lodge with the B.Q. a copy of its Constitution which shall provide for every affiliated Club within the District to be equally represented on the Council by at least one(1) delegate elected by the members of the Club at a general meeting of the Club.

The Association will not make amend or repeal any rule or bylaw in relation to the playing of the game of bowls to conflict with the Rules and Bylaws of B.Q. or Bowls Australia Inc.

The Association shall provide such returns as are required by B.Q. including a list of District Bowls Association Officers within thirty (30) days of the date of the Annual General Meeting.

It must be prepared to support and promote the welfare of the Association and the game of bowls.

5. **ACTIVITIES SHALL BE LAWFUL**

The Association shall comply with all lawful requirements of the Commonwealth, State, and Local Government and other Statutory Authorities having jurisdiction over any activities of the Association.

6. **POWERS OF THE ASSOCIATION**

The powers of the Association are:

- a.** To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of Clause D.13(c) of this Constitution:
- b.** In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the Members of the Association or persons frequenting the Association's premises:
- c.** To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of or capable of being conveniently used in connection with, any of the objects of the Association - provided that in case the Association shall take or hold any property which may be subject to any Trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such Trusts:
- d.** To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the Powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- e.** To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- f.** To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Association, or in or about the Association or promotion of the Association or in the furtherance of its objects;
- g.** To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the constitution, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- h.** To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- i.** To take, or otherwise acquire, and hold shares, debentures or other securities of any Company or Body Corporate;
- j.** In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or Body Corporate, and otherwise to assist any person or Body Corporate;
- k.** To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys

and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Association's property or assets present or future and to purchase, redeem or pay-off any such securities;

- l.** To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- m.** In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- n.** To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Association's property of whatsoever kind sold by the Association or any money due to the Association from purchasers and others;
- o.** To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Association but subject to the proviso in Sub-Clause c., above;
- p.** To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- q.** To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- r.** In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Clause D.13(c) of this Constitution;
- s.** In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- t.** In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- u.** To make donations for patriotic, charitable or community purposes;
- v.** To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged and;
- w.** To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the Powers of the Association;

SECTION B.

MEMBERSHIP

1. AFFILIATED CLUB

An affiliated men's bowls club, a subsidiary men's bowls club or the men's division/section of an integrated bowls club is any bowls club affiliated with the .B.Q. which associates itself with this Association in accordance with Clause B3 of this Constitution.

2. MEMBERS OF THE ASSOCIATION

- a.** "Members of the Association" shall be the affiliated clubs, represented at meetings by 2 delegates elected by each club. The Council has no right of rejection of a delegate.
- b.** "Member of a Club" means a male person of eighteen (18) years of age or over who has been admitted to membership of a Club and for whom an Affiliation Fee is paid by his Club as an Ordinary or Life Member of that Club;
- c.** 'Junior Members of Clubs will comprise such members who are under the age of eighteen (18) years.' They shall be entitled to play bowls in any Club or District competition according to the conditions laid down for the playing of the event.

3. MEMBERSHIP OF CLUBS INTO THE ASSOCIATION

Any men's bowls club, subsidiary men's bowls club, or the men's division/section of an integrated bowls club which resolves to be a member of this Association, and which, in all respects conforms with the requirements of B.Q., shall be eligible to apply for membership with this Association and, if duly accepted, shall be entitled to exercise the rights and privileges of a club which is a member of this Association.

A Club applying for membership shall support its application with certificate signed by the Secretary giving the following information:

- a.** The name of the Club;
- b.** Copy of the letter granting the Club affiliation to the B.Q.;
- c.** A copy of the Club's Constitution and Rules;
- d.** Names of current Office-Bearers; and
- e.** Names and addresses of the person/s elected by the Club to represent the Club as its delegate/s.

A similar certificate shall be furnished by a Club at any time if so required by the Association.

When the Council of the Association is satisfied with an Application for Membership, the Council may grant membership at any meeting of the Council.

Each Club shall provide details of the Club's new Council within thirty (30) days of the Annual General Meeting of the Club.

4. LIFE MEMBERS OF THE ASSOCIATION.

Life Members of the Association shall only be nominated after having provided distinguished service to the Association and may be elected only after recommendation by a Club or by the Executive, endorsed by the Council and passed by a Special Resolution of an Annual or Special General Meeting of the Association.

Life Members shall be entitled to all privileges of membership of the Association and may attend and speak at the Annual General Meeting of the Association but shall not, by virtue of

such Life Membership alone, be entitled to move or second motions or amendments to motions or to vote on same.

The number of Life Members shall be unlimited.

5. **MEMBERSHIP FEES**

a. Financial Year

The Financial Year of the Association shall end on the 31st December of each year

b. Membership Fees

Each Club shall pay yearly to the Association towards the funds of the Association a Membership Fee.

The amount of such fee shall be fixed at the September Council meeting. Any increase in the membership fee shall be calculated by using the CPI as published for the preceding 12 months and any such increase shall be rounded up to the nearest fifty (50) cents.

When so determined, the membership fee shall be deemed to be due and payable on the first day of March immediately following the end of the financial year, and shall apply to the period 1 January-31 December.

Fees for remission to B.Q. and B.A. (as determined by those organisations) shall be forwarded through this Association, as required by those bodies.

The Association membership fee is payable on all Ordinary and Life Members of clubs (other than Life Members of the Association), as at 31 December preceding the year for which the membership fee was fixed.

c. Failure to Pay Membership Fees

Any Club which fails to pay any Membership Fee or any Special Levy within thirty (30) days of the due date shall be deemed to be unfinancial and shall forthwith be deprived of all privileges of Membership to the Association including:

i) The right of its delegate to speak or vote at meetings; and

ii) The right of members of affiliated clubs to enter for and play in any Association matches or be selected to represent the Association.

The Association shall at any General Meeting called for that purpose expel any Club which is in excess of six (6) months in arrears in payment of its Membership Fee or any Special Levy.

6. **CONDUCT**

Any member of the Association or a member of an affiliated Club who fails to observe any of the Rules or By-laws of the Association, or who is deemed guilty of an act, practice or conduct calculated to bring discredit on the game of bowls or to the Association or who at any Association event engages in illegal betting or uses obscene or abusive language renders himself liable to reprimand, suspension or expulsion from Club or District events. A report of any such breach or misconduct shall be investigated by the Management Committee who shall have power to demand and direct apologies, reprimand, suspend or expel a member from District events.

A member of an affiliated club shall not be dealt with under this rule except upon a charge or complaint in writing to the Secretary setting out the conduct, which is the subject matter of the charge or complaint and bear the signature of the complainant. Any member of an affiliated club so charged shall be notified in writing by the Secretary of the nature of the complaint and the member of an affiliated club charged shall be given the right of answering the charge by appearing before the Management Committee and of calling evidence and of questioning witnesses. In the event of a Junior Member of an affiliated Club being called

before the Executive Management Committee of the Association on a charge or complaint, such member shall be entitled to be accompanied by a Parent/Guardian **or appropriate adult**. **All clubs must notify the District immediately of any member who is suspended or expelled and must also notify the District of the duration of such suspension or expulsion.**

Any member so reprimanded, suspended or expelled shall have the right of appeal within ten (10) days of receipt of written notice of reprimand, suspension or expulsion to a Special General Meeting. Such written notice shall inform such person of this right of appeal under this rule. Such appeal shall be in writing signed by the appellant. Upon receipt by the Secretary of the appeal, a Special General Meeting shall be called by the Secretary in accordance with Rule C1, and the appellant shall be entitled to all District privileges until such appeal is determined. Such appeal shall be deemed lost unless upheld by a three-quarters majority of those members present and entitled to vote at the meeting. There shall be no further right of appeal.

Any member of an Affiliated Club, who is suspended or expelled **from any affiliated club** shall be ineligible to:

(a) play bowls in any Association event

(b) play bowls at any affiliated Club

during the period of suspension, or expulsion, as the case may be.

6(a) DISCIPLINARY PROVISIONS

Any member of the Club who fails to observe any of the Rules or By-Laws of the Club or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the game of bowls, or on the Club, District Bowls Association or Bowls Queensland premises engages in illegal gambling, betting or uses obscene or abusive language renders themselves liable to expulsion or suspension.

All discipline and complaint related procedures be governed by the Bowls Queensland Member Protection Policy.

Any member of the club, who is suspended, or expelled, shall be ineligible to:

(a) Play bowls in any Company event

(b) Play bowls at any affiliated club, during the period of suspension, or expulsion, as the case may be

In the case of a Junior member being called before the Management Committee on a Charge or complaint such member shall be entitled to be accompanied by a Parent or Guardian **or appropriate adult**.

Pending determination of such appeal, the appellant shall be allowed all membership Privileges.

7. DISPUTES

All disputes between two or more members of any Club shall be resolved solely by that Club.

The Council shall have power to settle all appeals and disputes concerning Association matters as between different clubs or members of two or more clubs.

Such appeals and disputes shall be submitted to the Council in writing within thirty (30) days of the dispute arising. The decision of the Council shall be final unless the decision is varied on appeal to the B.Q. when such appeal is competent.

Nothing herein shall override the provisions of Law 60 of the Laws of the Game of Lawn Bowls in Australia and/or such other Laws as may be instituted and appropriate to the provisions of this clause.

8. **NOTICES**

Any notice posted to the last address of a Councillor or Club as advised by that Councillor or Club to the Secretary shall be deemed to have been duly given.

It shall be the duty of each Club to notify the Secretary of any change of address of any Councillor of that Club.

The omission to give notice to or to send a circular to any Councillor, or Club shall not, on that account, invalidate the proceedings of any meetings. A meeting shall not be invalid by virtue of any Councillor or Club not receiving a Notice of Meeting.

9. **INDEMNITY OF MEMBERS**

In the event of any proceedings being taken against a member or members of an affiliated Club in respect of any matter, or thing done by them in the proper performance of their duties or by the direction or with the authority of the Association, the Association shall indemnify such member or members of an affiliated Club so proceeded against in respect of their costs of such proceedings and in respect of all costs and damages and other sums which they may be adjudged to pay in the course of or as a result of such proceedings.

SECTION C

GOVERNMENT OF THE ASSOCIATION

1. **GENERAL MEETINGS**

1.1. The inaugural general meeting of this Association will be held within 42 days of the registration of this Constitution.

Business of the inaugural general meeting shall include the normal business of the Annual General Meeting except the presentation of reports and balance sheet.

1.2. **Annual General Meeting**

The Annual General Meeting of the Association shall be held in the month of February each year on a date fixed by the Council.

The business of the Annual General Meeting shall include:

- (a) Presentation, consideration and adoption of the Annual Report of the Council including the Financial Report and Balance Sheets accompanied by the Auditor's Report;
- (b) Election of the Management Committee of the Association;
- (c) Appointment of a Patron;
- (d) Election of a Delegate to B.Q.
- (e) Election of a Liaison Officer (Junior Bowlers).
- (f) Election of Committees in accordance with the By-Laws;
- (g) Appointment of an Auditor;
- (h) Dealing with any Notices of Motion;
- (i) Consideration of any General Business proposed for the good and welfare of the Association.

1.3. **Special General Meetings**

The Secretary shall convene a Special General Meeting -

- (a) By resolution of the Council to resolve any matters which must or should be properly resolved by a Special General Meeting of the Association; or
- (b) By written request for such a Meeting from not less than seven (7)

- Clubs stating the purpose(s) for the Meeting and the Resolution(s) to be placed before the Meeting.
- (c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reprimand, suspend or expel any member.

Notices requesting a Special General Meeting shall clearly state the reason why such Special General Meeting is being convened, and the nature of the business to be transacted thereat.

A Special General Meeting shall only consider the matter/s for which notice has been to members.

Meetings shall be held within fourteen (14) days of a resolution of Council or the receipt by the Secretary of a petition of Clubs for such a meeting, or notice of appeal by a member.

Notice of a meeting shall be in writing and shall be posted or delivered to each Councillor and Club at least seven (7) days prior to date of the meeting.

1.4. Notices of Motion

Notices of motion to be included on the agenda of the Annual General Meeting or any General Meeting shall be received by the Secretary at least twenty-one (21) days prior to the meeting at which they will be discussed.

1.5. The Business of General Meetings includes:

- (i) The reading and confirmation of the minutes of the previous General Meeting whether it be an Annual or Special General Meeting.
- (ii) Consideration of business arising therefrom.

1.6. Quorums at General Meetings

The quorum for a General Meeting shall comprise double the number of members on the Management Committee plus one.

Should no quorum be present within half an hour after the appointed time for a General Meeting, the meeting shall stand adjourned to the time and day seven (7) days later. Should no Quorum be present at the adjourned meeting within half an hour of the appointed time for the meeting (whether a quorum is present or not) it shall have the power to proceed with the business for which the meeting was called.

1.7. Conduct of a General Meeting

Unless otherwise provided by this Constitution or the By-laws, at every General Meeting -

- (i) The President shall preside as Chairman, or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, a Vice-President shall be the Chairman or if a Vice-President is not present or is unwilling to act then the delegates present shall elect one of their number to be Chairman of the meeting;
- (ii) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- (iii) Every question, matter or resolution shall be decided by a majority of votes of the Councillors present; and
- (iv) Every Councillor present shall be entitled to one (1) vote and in the case of an equality of votes; the status quo shall be maintained.

1.8. Voting at General Meeting

Voting shall be by show of hands or a division of Councillors, unless not less than one-fifth of the Councillors present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two (2) Councillors to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

A Councillor may vote in person or by proxy duly notified in writing by the Club Secretary and on a show of hands every person present who is a Councillor or a representative of a Councillor shall have one (1) vote and in a secret ballot every Councillor present in person or by proxy or other duly authorised representative shall have one (1) vote.

The contested election of Management Committee Members shall be by secret ballot in accordance with the By-laws.

Executive and Councillors shall be entitled to vote at General Meetings.

1.9. Adjournment of a Meeting

The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

1.10. Special Resolution

Election of Life Members, Suspension and/or Termination of Membership, Alterations to this Constitution, and such other matters that Councillors may resolve by simple majority vote at a General Meeting to be "Special Resolutions" shall be resolved by the affirmative vote of at least three-quarters of the Councillors present at the meeting and entitled to vote.

1.11. Distribution of Surplus Assets

If the Association is wound up and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Councillors, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their Councillors or Clubs to an extent at least as great as is imposed on the Association under or by Clause D.13(c) of this Constitution, such institution or institutions to be determined by the Councillors, provided the institution to which the property of the Association is transferred is an institution or institutions approved by the Commissioner of Taxation as an institution or institutions referred to in Section 23 of the Income Tax Assessment Act 1936 (as amended).

2. SPECIAL LEVIES

The Association may at any time strike a Special per-capita Levy on all Clubs by Special Resolution at a General Meeting of the Association. A notice advising that the Levy has been struck and the amount thereof shall be advised in writing to each Club within seven (7)

days following the meeting.

If a Club fails to pay the Levy within thirty (30) days of the date of the letter of advice, it shall be deemed to be unfinancial and shall thereafter be deprived of all privileges of membership with the Association.

3. THE AUDITOR/S

An internal auditor shall be appointed by the Management Committee. The internal auditor shall at all times have access to the books of accounts, vouchers and all relevant records of the Association and shall have the right to obtain explanations relative to the finance and affairs of the Association and the accounts from any person holding office or employment in the Association.

All such statements shall be examined by an approved accountant who shall verify that they are a correct reflection of the Treasurer's monthly reports.

4. THE COMMON SEAL

The Council shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Council and every instrument to which the seal is affixed shall be signed by the Secretary and any two (2) of the President, the Vice-Presidents or Treasurer of the Association.

5. ALTERATIONS TO THIS CONSTITUTION

Subject to the provisions of the Associations Incorporation Act, 1981 (as amended), this constitution may be amended, rescinded, or added to from time to time by a special resolution carried at any general meeting.

The Association shall provide advice to B.Q. within thirty (30) days of any amendments to the Constitution.

However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

SECTION D

ADMINISTRATION OF THE ASSOCIATION

1. THE COUNCIL

The Council of the Association shall comprise the members of the Management Committee and two delegates elected by each Club and the Chairman/Coordinators/Controllers of the following panels:

Selection, Match, Coaching, District Academy of Bowls, Umpires, Membership who are entitled to register one vote per person.

2. THE MANAGEMENT COMMITTEE

The Executive Committee shall be the Management Committee of the Association.

The Management and business of the Association shall be vested in the Executive Committee comprising;

- a.** The President
- b.** Senior Vice President
- c.** Junior Vice President
- d.** The Secretary
- e.** The Treasurer

who will be elected by the delegates in attendance and entitled to vote at the Annual General Meeting and General Meetings

A simple majority shall constitute a quorum for Management Committee meetings.

The Management Committee shall manage and control the day to day activities of the Association - all in accordance with this Constitution and the By-Laws and shall meet at least once every month.

All business transacted by the Management Committee shall be ratified at the next Council Meeting.

3. THE MANAGEMENT COMMITTEE ELECTED ANNUALLY

The Management Committee shall be elected annually at each Annual General Meeting of the Association.

The Management Committee shall hold office from the conclusion of the election at which they were elected until the conclusion of the election at the next Annual General Meeting. The Management Committee shall retire annually but shall be eligible for re-election.

A contested election for any position shall be resolved by ballot in accordance with the By-laws.

4. ELECTION OF THE MANAGEMENT COMMITTEE

A candidate for election as a Management Committee Member shall be a financial member of a club and shall be nominated in writing by two (2) financial members of a club and the nomination paper in every case shall bear the signature of the nominee showing his consent to such nomination.

All nominations shall be in the hands of the Secretary not later than twenty-one (21) days prior to the Annual General Meeting.

A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted to all delegates and clubs at least ten (10) days preceding the Annual General Meeting.

Ballot Papers shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each delegate present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies. Voting shall be by secret ballot.

If no nomination is received for any office, or if an insufficient number of nominations is received for any position, such positions may be filled at the Annual General Meeting at which the vacancy occurs and without prior nomination.

The procedures for elections are those included in the By-laws.

5. REMOVAL OF A MANAGEMENT COMMITTEE MEMBER

Any Management Committee Member of the Association may be removed from office by a three-quarters majority of the delegates present and entitled to vote at a Special General Meeting of the Association. The Management Committee Member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as thought fit. The decision of the Association shall be final.

6. DUTIES OF THE COUNCIL

Except as otherwise provided by this Constitution and the By-laws, and subject to resolutions of the Association in any General Meeting, the Council shall -

- a.** Have the general control and management of the administration of the affairs, property and funds of the Association;
- b.** Have authority to interpret the meaning of the constitution and any matter relating to the Association on which this constitution is silent.

7. POWERS OF THE COUNCIL

The Council may exercise all the powers of the Association to:-

- a.** Borrow or raise or secure the payment of money in such manner as the Councillors may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
- b.** Borrow money from Clubs at a rate of interest not exceeding interest at the rate for the time being charged by bankers for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities;
- c.** Invest in such manner as the councillors may from time to time determine;
- d.** Effect insurances against fire, burglary, public risk and such other risks or damages as considered necessary to properly protect the property and Councillors of the Association.

8. RESIGNATION OF DELEGATES

Any delegate may resign from the Council at any time by giving notice in writing to the Secretary of his Club but such resignation shall take effect at the time such notice is received by the Club Secretary unless a later date is specified in the notice when it shall take effect on that later date.

9. VACANCIES ON THE COUNCIL

The Council shall have power at any time to appoint any delegate to fill any casual vacancy in respect of the Patron or any Management Committee Member of the Council until the next Annual General Meeting.

In the event of a casual vacancy of a Club delegate, a replacement shall be elected or appointed by that Club.

10. COUNCIL MEETINGS

The Council will conduct regular meetings in May and September or meet in accordance with C1.

Only members of the Council (D1) shall be entitled to vote at Council meetings of the Association.

The Quorum for a Council meeting shall comprise double the number of members of the Management Committee plus one elected to the Council at the close of the last General Meeting of the Association.

Special Meetings of the Council may be called by the Secretary on the request of the Management Committee or by the request in writing of at least seven Clubs on at least seven

(7) days' notice.

Notice for a Special Meeting shall specify the reasons for the meeting. Notices to Councillors may be written or verbal and shall be given, as practicably as possible, to all Councillors.

Subject as previously provided in this clause, the Council may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Council shall be decided by a majority of votes and, in the case of equality of votes, the status quo shall be maintained.

A Councillor shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.

The President shall preside as Chairman at every meeting of the Council or if at any Meeting he is not present within fifteen (15) minutes after the time appointed for holding the meeting, a Vice President shall be Chairman or if a Vice President is not present at the meeting then the Councillors may choose one of their number to be Chairman of the Meeting.

If within half an hour from the time appointed for the commencement of a Council Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Council may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

11. COUNCIL COMMITTEES

The Council may establish committees to organise and control various activities of the Association, in accordance with the By-laws. The committees shall meet and adjourn as they think proper.

Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the status quo shall be maintained.

12. VALIDITY OF COUNCIL AND RESOLUTION

All acts done by any meeting of the Council or of a committee or by any person acting as a member of the Council shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Council or person acting as aforesaid, or that the members of the Council or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Council or a Committee.

A resolution in writing signed by all the Councillors for the time being entitled to receive notice of a meeting of the Council shall be as valid and effectual as if it has been passed at a meeting of the Council duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more Councillors.

13. THE FUNDS

a. Generally

The funds of the Association shall be banked in the name of the Association in such bank or permanent building society as the Council may from time to time direct.

Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of

the Association and the particulars usually shown in books of a like nature. All moneys shall be banked as soon as practicable after receipt thereof. All amounts of one hundred dollars (\$100) or more shall be paid by cheque. A negotiable instrument issued by the association must be signed by any 2 of the following association members:- (a) the president; (b) the secretary; (c) the treasurer; (d) another member approved by the association's management committee.

Cheques shall be crossed "not negotiable" except those in payments of wages, Allowances or petty cash recoupment which may be "open".

The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

All expenditure shall be approved or ratified at a Council meeting.

b. **Treasurer's Reports**

The Treasurer shall provide Annual Reports to the Association as required by Clause C.1 (a) of this Constitution.

The Annual Report shall be prepared as soon as practicable after the end of each financial year and the Treasurer shall cause to be prepared a statement containing particulars of -

- (i) The income and expenditure for the financial year just ended; and
- (ii) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

c. **Use of Funds**

The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its Powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Councillors provided that nothing herein contained shall prevent the payment in good faith of interest to any Councillor or Club in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any Officers or servants of the Association or to any Councillor or Club or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Councillor of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

No member shall be entitled to any benefit or advantage from the Association which is not shared equally by every member thereof, provided however, that honoraria may be paid to officers in appreciation of services provided the same have been recommended by Council, and approved by resolution of the Association at the Annual General Meeting.

14. MINUTES OF MEETINGS

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting, Council Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the

purposes of ensuring the accuracy of the recording of such minutes the minutes of every Management Committee Meeting, Council Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Meeting or Council Meeting verifying their accuracy.

Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

15. DOCUMENTS

The Council shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

16. BY-LAWS

The Management Committee may from time to time make, amend or repeal By-laws, not inconsistent with this Constitution for the management of the Association and any By-Law may be set aside by a Council Meeting of the Association.

17. DELEGATES TO BOWLS QUEENSLAND LIMITED

The delegate to the B.Q. shall be elected at the Annual General Meeting in accordance with D4 of the Constitution.

18. JUNIOR BOWLERS

A junior member of a Club shall be entitled to play bowls in any Club or District competition, pursuant to the Laws of the Game and Conditions of Play laid down for the playing of the event

19. PLAYER COMMITMENTS

When a member of a club has been called to fulfil a Bowls Australia, B.Q., District Bowls Association, Division or Club commitment in a match or on official business, on any day on which he is drawn to play in a Bowls Australia, B.Q., District Bowls Association, Division or Club commitment, the onus shall be on the player to notify B.Q., District Bowls Association, Division or Club, as the case may be.

The Controlling Body may define circumstances, which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of Law 39 shall apply.

This clause shall be included in the District rules, and shall be deemed to be a condition of competitions conducted by the District.

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SECTION A

COUNCIL ELECTIONS

1. **Returning Officer**

A Returning Officer shall be appointed at the November meeting of the Council each year to control the issuing of the ballot papers, their collection and the counting of same.

The Returning Officer shall liaise with the Secretary for the preparation of ballot boxes. He shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are conveniently located.

The Returning Officer shall advise the Chairman of the meeting the result of the Scrutineers' count and the Chairman shall announce the result to the meeting.

The ballot material shall be destroyed with the authority of the meeting and the Returning Officer shall carry out such destruction.

2. **Election and Ballot Procedures**

Nominations shall be made in accordance with Clause D.4 of the Constitution.

The method of voting shall be to delete the name or names of the candidate or candidates not required by the voter.

The results of each ballot shall be determined on "first past the post" principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot a further ballot shall be conducted between the candidates who tied.

As soon as possible after the opening of the ballot the Chairman of the meeting shall introduce to the meeting any candidate for election who is not well known to the delegates if such candidate be present at the meeting.

Ballot papers may be issued to those entitled to vote prior to the meeting being opened but the votes shall not be collected by the Returning Officer until the Chairman of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closures of the ballots.

SECTION B

1. **PATRON**

The Association may elect at the Annual General Meeting an eminent person to be the Association's Patron

The Patron need not be a member of an affiliated club, and shall be appointed at the Annual General Meeting on the recommendation of the outgoing Council.

2. **DELEGATE TO THE B.Q.**

The delegate to the B.Q. shall be elected at the Annual General Meeting, in accordance with Clause D4 of the Constitution. He shall attend all meetings of the B.Q., and vote thereat as instructed by the Association Council. He shall report fully to the Council at each meeting on the proceedings of the B.Q.

3. JUNIOR BOWLERS

Junior bowlers shall be entitled to play bowls in any club or District competition according to the conditions laid down for the playing of the event.

4. COUNCIL COMMITTEES

a. Committees shall be established to organise and control the various activities of the Association in accordance with the By-laws. The committees shall meet and adjourn as they think proper.

The Committees

The committees to be established may include the following for the purpose ascribed to them and as prescribed in B.Q. By-laws "Committees"

i) **Public Relations, Promotion and Sponsorship**

The committee shall develop programs for the Association and Clubs to develop, encourage and improve the participation of people in bowls, promotion of the sport and financial assistance for the sport.

ii) **Greens**

The committee shall assist clubs in the development of greens.

iii) **Selection**

The committee shall select teams, captains, and managers to represent the Association in bowling events. All selectors must be from different clubs and shall not be available for selection in any teams or sides as called for by the Executive without express permission of the Executive.

iv) **Match**

The committee shall develop and control the District's match/game program. All clubs shall familiarise themselves with the District's calendar and shall not schedule championships, carnivals or any other events that may prevent players or officials who have been selected to represent or officiate at District or State events that have already programmed into the District calendar by the District Match Committee. Any club that does so without prior approval may be subject to, along with its players, of penalties such as being disqualified from entry into District or State events and the club may be fined a sum equal to any amount that the District has had to pay if it has been forced to cancel or reschedule events.

v) **Umpires**

The Umpires Panel shall be established to comply with the current provisions of the B.Q. Articles of Association.

vi) **Membership**

1. To assist affiliated clubs in the development of membership committees
2. To supply information to clubs to help them with membership development initiatives

vii) **Winter Carnival**

The Winter Bowls Carnival Committee shall have the responsibility of arranging the financing, the distribution of nomination forms, publicizing the Carnival, to receive nominations, arrange the draw and select the Greens for the conduct of the Carnival.

viii) **Constitution and By-laws:**

This committee shall consist of all members of the Executive

ix) **District Academy of Bowls**

The Academy shall be established to comply with the current provisions of Bowls Australia and Bowls Queensland policies which pertain to the Academy of Bowls, coaching and junior bowls

The Academy to arrange and control the activities of the Coaching and Junior Bowls sub committees.

The junior bowls sub-committee to arrange the coaching and selection of all junior

teams, captains and managers to represent the Association in bowling events. Both sub committees to report monthly to the District Academy of Bowls and forward copies of all meetings to action. The Academy of Bowls then to forward to the Executive for action

5. ELECTION OF COMMITTEES

a. Membership

Each committee shall be comprised of not more than four (4) members nor less than three (3) members, with the exception of the Selection Committee which shall consist of three (3) members.

Each committee other than the Umpires, Membership, Match Panel, District Academy of Bowls, and the Winter Carnival shall elect its own Chairman. Committees are empowered to co-opt other persons for short-term special tasks.

Umpires, Membership, Match Committee, District Academy of Bowls Panel

The Co-ordinator of the above Panels shall be appointed by the District executive at the annual general meeting

The Co-ordinator shall have power to submit the other members of the panels to the Executive for approval. A Vice President **or another appointed by the Executive** to be Chairman of the Match Committee and a Vice President Chairman of the Winter Carnival Committee. And both **Appointees/Vice Presidents** shall have the power to submit other members of the committee to the Management Committee for approval.

b. Election

Committees/Panels shall be appointed by the District executive at the Annual General Meeting

Nominations for committees shall be open to members of clubs so qualified and shall be signed by two (2) financial members of the Association and bearing the consent of the nominee shall be lodged with the Secretary at least twenty-one(21) days before the Annual General Meeting.

If insufficient nominations are received for the position of committeemen, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and, if necessary conduct a ballot but with nominations from the floor of the meeting.

6. MEETINGS AND REPORTS

Each committee shall meet as regularly as appropriate for its work and shall provide a written report to each meeting of the Council.

The Chairman, Co-ordinator or any other member of each committee shall personally present that committee's report to the Council and participate in discussion or any matters relating to that committee's activities but shall not be permitted to participate in any vote if he is not otherwise a delegate of the Association.

A quorum shall be fifty per centum of the total membership of the committee. Should a quorum not be present within thirty (30) minutes of the appointed time for the meeting then such meeting shall lapse.

7. DISMISSAL OF COMMITTEE

If the Council resolves that a committee is not properly discharging its functions, it may dismiss the elected committee and reconstitute it with new members until the next elections.

SECTION C

REIMBURSEMENT OF EXPENSES

No person working for the Association is expected to be out-of-pocket for work directed by or approved by the Management Committee.

Reimbursement shall be as scheduled from time to time by the Management Committee.

SECTION D

ATTIRE

Subject to any changes from time to time required by any amendment of the B.A. Laws of the Game, the Controlling Body shall be responsible for ensuring that all players, markers, and umpires participating in games on an affiliated green shall wear the correct attire as set out in the B.Q. Bylaws. Shirts shall be of a pattern and colours approved by the District Executive and trousers and tailored shorts shall be of a colour as decided by and approved by the District Executive. **Any player or official playing in or officiating at any District controlled event shall wear fully enclosed footwear at all times. See DR 5.2**

SECTION E

UNIFORM

The Uniform of the Association shall be that of an Ordinary Member of B.Q.

The Patron, President, Vice-Presidents, Secretary and Treasurer of the Association may have the words "PATRON", "PRESIDENT", "VICE-PRESIDENT", "SECRETARY", "TREASURER" as appropriate embroidered above the words "Sunshine Coast DMBA" in turn embroidered above the RQBA/BQ insignia on their Blazer pocket with the year of senior office added.

All embroidery shall conform to that determined from time to time for B.Q. Official Pockets.

SECTION F

ASSOCIATION BADGES

Suitably inscribed badges shall be provided for -

1. The Patron;
2. The Management Committee Members;
3. Past Presidents.

Badges with bar shall be provided for the committeemen.

SECTION G.

REPORTS FROM CLUBS

Clubs are required by the B.Q. to submit to it the following reports and each Club at the same time shall forward a copy of each of these reports to the Secretary of this Association.

1. A copy of each Annual Report, Financial Report and Balance Sheet;
2. An annual statistical report as at 31 December each year;

SECTION H.

MEMBERS OF TWO OR MORE CLUBS OR DISTRICTS

The matter of Club membership is the responsibility of the Club.

In accordance with Bowls Australia Policy “Affiliation, Eligibility to Play and Player Clearance Policy”, {Registration of Players and Dual Registrations), a member of an affiliated club shall lodge a Declaration declaring his intention for which club the player wishes to represent for all District /Champion of Club Championship events **and for the District Sides**. This completed declaration to be lodged with the District Secretary by first of January each year; however, should any player fail to lodge such a declaration, and then that player will be deemed to have declared for the club for that year where he plays/played his first championship game **regardless of where he paid his subscriptions**. This declaration shall cover all **Champion of Club championship disciplines**, that is, he can only represent the one club for the year where he either declared for or played his first championship game. **Any player having played in a Champion of Club Championship event cannot play in any Champion of Club Championship event in any other club. See Bowls Queensland Bylaw 9.1. All other Championship events are the responsibility of the club and their Bylaws and Conditions of Play.**

However, no member of an affiliated club shall play for more than one club in any pennant championship competition conducted by this Association in any calendar year without written permission from the District Management Committee. **Any player wishing to play Pennant at any other club other than their declared club must lodge with the District Secretary and both clubs a Pennant Permit Request form. This form must be lodged before the commencement of the Pennant season. Any requests after the commencement of the Pennant season shall only be approved at the District Executive and will need to be of a substantial nature.** A player may play in any Club Championship event in any club that he may be a member of, (subject to that club’s Constitution and Bylaws), however he may only represent the club that he has declared for as per the preceding Paragraph. In the event of any member of an affiliated club so doing he will be disqualified and the club for which he was not qualified may also be disqualified from such competitions /championships.

No member of an affiliated club, who has played in any State or District Association match or competition (excluding Carnivals) arranged by a State or District Association outside of this State or District Association shall, in the same calendar year, play in any match or competition (excluding Carnivals) arranged by this Association, unless he has obtained written permission from the District Management Committee. If permission has not been granted, he shall be disqualified from such match or competition arranged by this Association.

(Explanation: exemptions include such carnivals as Easter Carnivals, Christmas Carnivals, **Australian Open**, etc.).

No member who has played in any other State or District Representative team other than this District Association shall in that same calendar year be eligible for selection in any of this District Association's Representative Teams without first obtaining written permission from the District Management Committee.

SECTION I.

COMPETITIONS

All competitions and other matches played or held under the patronage and auspices of this Association shall be played in accordance with the B.A. Laws of the Game and Conditions of Play from time to time in force set down by Bowls Queensland

This Association shall frame the conditions of its competitions provided such conditions shall not conflict with these By-laws or the B.A. Laws of the Game.

This Association is empowered to impose and collect penalties in respect of any breaches of any conditions of any competitions conducted by the Association, provided that such penalty is not in conflict with any penalty provided by the B.A. Laws of the Game.

While the Association is conducting a Carnival, Inter District competition or District competition, no club or any other organisations, clubs, companies etc. shall conduct any carnival, or any other competition during the same period without prior approval in writing from the Association.

When the Association has granted a club permission to conduct a Carnival on any day or days, no other club shall conduct a Carnival during this same period unless that other club has applied for and received approval from the Association to conduct such Carnival.

Where a player has nominated in two competitions controlled by different Controlling Bodies and the matches are called for the same time the player must elect in which event he wishes to participate. No substitute for him can be allowed in the other event.

SECTION J.

OPEN EVENTS

All clubs must apply to the Association for permission to conduct open events to be held in accordance with conditions as determined by the Association from time to time.

SECTION K.

SPONSORSHIP

This Association may accept sponsorship of any event.

SECTION L.

OBLIGATIONS OF CLUBS/PLAYERS.

All clubs must fulfil their obligations to District events without some very good reason. Any club that does not fulfil their obligations is liable to some penalty. If any club/player/team does not fulfil their obligations to play in Champion of Club Champion events for the current year then in the following year they would be declared ineligible to play in a State event after club level.

Any club that does not meet its obligation to play in Combined SEQ Districts or State Pennant group/state playoffs will be stripped of their points for their first & second wins in the following pennant season.